



Job Title: REALTY SPECIALIST

Department /Office: Office of Real Estate Services

Reports to Whom (title): Supervisory Realty Specialist

Salary / Hourly Range: 31

Job Classification Code: 8810

Level of Background Check: 1B: Sensitive

Status: Non-Exempt; Full-time, Part-time, or Temporary

Driving Required: Yes

Revised: 08/21/2014

INTRODUCTION:

This position is responsible for providing administrative support to the Supervisory Realty Specialist in reviewing and processing applications for rights-of-way, leases, permits, appraisals, legal descriptions, etc., pertinent to real property management of the Hopi Tribe. The incumbent performs technical and administrative duties of considerable difficulty and complexity which require comprehensive knowledge and skill in Real Estate management principles, practices and methods as well as laws and regulations applicable to the management of Hopi Tribal and Individual Trust Lands.

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive).

1. Assists the Supervisory Realty Specialist with planning, coordinating, monitoring and prioritizing activities/functions to ensure compliance with surface leasing of lands under the jurisdiction of the Hopi Tribe.
2. Reviews, assesses and processes applications for Service Line Agreements, Rights-of-Way, leases, subleases, permits, and other documents pertinent to management of Hopi Tribal and Individual Trust Lands. Applicable regulatory guidelines include Hopi Tribal Ordinances; Resolutions; Hopi tradition and custom; U.S. statutes, the Code of Federal Regulations; IBIA decisions.
3. Assist the Supervisory Realty Specialist in preparing appropriate real property documents with supporting data for legal sufficiency and adequacy as to terms and conditions relevant to leasing, rights-of-way & permit agreements.
4. Conducts investigations, inspections and assessments to determine compliance with existing leases, Service Line Agreements, ROW's, permits, contracts/agreements etc. Investigates and documents trespass violations, property damage, lease/contract defaults, etc. Makes recommendations to supervisor for corrective action measures for any negative findings.
5. Maintains records of transactions regarding trust property and assures that all documents are properly filed and/or recorded with appropriate tribal/village, federal and state offices that maintain such records for regulatory and archival purposes.
6. Prepares documents for Land Titles and Records (LTRO) to be recorded and request for information by means of preparing a Title Status Report (TSR) in accordance with Federal Policies and Regulations.
7. Assists Supervisory Realty Specialist in preparation of reports (Quarterly GPRA, Annual GPRA) and requests for information from various entities such as Western Region.
8. Serves in an Acting Capacity in the absence of the Supervisory Realty Specialist; performs other related duties as assigned to meet program objectives.

LEASE COMPLIANCE:

To provide requirements regarding monitoring of Leases, Right-of- Ways, Service Line Agreements, Encumbrances etc. Inspections are made to ensure the activities on the lease are in conformance with the terms and conditions of the lease. Lease violations are identified and appropriate actions are taken to resolve or mitigate such violations and in some cases, to initiate lease cancellation procedures.

PERSONAL CONTACTS:

Contacts are with Realty staff; Tribal/Village leaders, officials and staff; federal, state and county officials; construction contractors/subcontractors; Administrative Law Judges; utility company representatives; BIA Agency staff; individual property owners/heirs; and the general public. Contacts are made through telephone, correspondence or personally.

PHYSICAL EFFORTS and ENVIRONMENT:

The work is sedentary and performed in an office environment requiring normal safety precautions. Occasionally, some physical exertion is required when conducting field investigations/site inspections, which include long standing, walking over rough terrain, crawling in small spaces, etc. Occasional travel on and off the Hopi Reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training, and Experience:
 - A. Education : Two (2) years of Post High School education in Business and Public Administration.
 - AND
 - B. Experience: One (1) year related work experience in Real Estate Program.
 - OR
 - C. Any equivalent combination of education, training or experience which demonstrates the ability to perform the duties of the position.
2. Required Knowledge, Skills, and Abilities:
 - A. Knowledge :
 - Working knowledge of National Environmental Policy Act (NEPA), National Historic Preservation Act (NHPA), and federal/state laws and regulations applicable to management of Indian Tribal and individual Trust Lands
 - Considerable knowledge of Real Estate Management principles, practices, methods and techniques
 - Good knowledge of Hopi Tribal/Village organizations and governance structure and socio-economic/cultural environment
 - Good knowledge of financial management systems
 - Good knowledge of federal and tribal laws, regulations and policies pertinent to custody and release of information
 - Working knowledge of computer hardware and software applicable to Real Estate Management

B. Skills :

- Skills in negotiations, administration and application of legal processes relevant to trust property
- Skills in operating computers, calculators, copier, scanner & fax office machinery
- Skills in employing real property principles and practices, including fact-finding, analysis, and resolution of complex problems
- Excellent verbal and written communication skills adequate for conducting public presentations, preparing statistical and narrative reports, composing legal documents, etc.
- Excellent public relations skills
- Excellent skills in writing, editing or proofreading legal documents

C. Abilities :

- Ability to analyze and interpret technical and legal documents
- Ability to formulate alternative approaches, resolve differences and effectively recommend and justify land use strategy
- Ability to plan, organize, implement and accomplish work in accordance with established objectives, priorities and timelines
- Ability to address ideas clearly and effectively, both verbally and in writing
- Ability to establish and maintain an effective working relationship with the public, outside agencies and organizations

NECESSARY SPECIAL REQUIREMENT:

1. Must have a valid Arizona Driver's License and satisfactorily complete the Hopi Tribe's Defensive Driving course

###